The Center for Undergraduate Research and Creative Activities (CURCA) is pleased to announce the competition for funds to support undergraduate research projects in all academic areas. At UNG, undergraduate research is defined as “an inquiry or exploration conducted and disseminated by an undergraduate student that makes an intellectual or creative contribution to the discipline or to applied practice.”

**Proposals are due by 5:00 PM on Friday, September 27, 2019**

Please see the Proposal Format on the next page for specific application guidelines. All submissions should be uploaded via InfoReady: [https://ung.infoready4.com/CompetitionSpace/](https://ung.infoready4.com/CompetitionSpace/)

Late or incomplete applications or applications not adhering proposal format detailed on the following page will not be accepted.

CURCA expects to award 5-8 grants. Grantees are required to: 1) submit a post-award report summarizing the outcomes and products of the funded project within one year of the stated end date for the proposal, and 2) have students involved in the project present their work at ARC (the Annual Research Conference), another CURCA-sponsored event, or a disciplinary conference or show within one year of the award.

Travel is only allowable if it is directly related to completion of your project. Student stipends to do research are allowable, so long as student is not also accruing course credit. In addition, student workers must go through the HR hiring process, and should not be identified prior to submission of your grant.

Please note that there is an additional productivity reporting requirement for those previously funded through CURCA (see section IV in the proposal format). However, **individuals without previous CURCA funding will not be at a disadvantage**. In fact, we strongly encourage the submission of proposals from individuals without previous CURCA funding.

**AWARD TIMELINE:**

(Should these dates fall on a weekend or holiday, the deadline is the following business day)

- We expect to make funding decisions within a month of the deadline.
- Starting dates for submitted proposals must be no earlier than October 30
- All funds allocated must be spent down by April 15

**NOTE:**

In addition to adhering to the proposal format below, applicants are encouraged to review the updated mini-grant rubric and attend one of our CURCA Funding or mini-grant workshops in order to learn more about creating successful proposals. See [www.ung.edu/CURCA](http://www.ung.edu/CURCA) for the Workshop Schedule and the mini-grant rubric. Please email CURCA@ung.edu with any questions.

If you need this document in another format, please email curca@ung.edu or call 706-867-3013.
PROPOSAL FORMAT

I. Cover Sheet

- Please include the Title of the Proposal as well as the following for each Faculty member involved:

Name:

Email address:

Department:

Previously funded by CURCA? ___Yes ____No (If yes, see Section III)

II. Narrative: (3 pages max for elements below; please include references in footnotes. Format: Times New Roman 11-point font; 1 inch margins, single spaced. Proposals over this length will not be scored.)

- **Project Description:** Please provide a description of proposed research project or creative activity. Since proposals will be reviewed by a faculty committee with diverse backgrounds, the proposal narrative should be scholarly, but accessible to people outside the particular field.

- **Significance of the proposed work.** Include an explanation of how the proposed work fits into the broader research or creative field at the regional, national, and/or international level.

- **Long-term Contributions to Undergraduate Research.** Please explain how your proposed activities will cultivate long-term undergraduate research programs at UNG. These programs may occur either within a classroom setting or independently.

- **Methodology.** Describe the procedures that will be used to complete the project. Exhibit knowledge of acceptable and practical methodology, and use peer-reviewed literature when applicable. When appropriate, identify the tools and equipment necessary to accomplish the task and/or demonstrate thought toward data collection and analysis.

- **Plan for involvement of undergraduates.** Include a brief explanation of the extent of undergraduate involvement in the proposed activities, including the expected number of undergraduates that will be involved.

- **Goals and expected products.** Briefly describe the goals of the project or activity and the final product(s) expected at the end of the funding period. Examples of products include: presentations at local, regional, or national academic conferences, or to a community or business partner, exhibition of the work produced, a publication, or a grant proposal. Make a case for the quality of these end products.

- **Timeline.** Proposals must also include a brief timeline for accomplishing the goals and expected products of the project, including student presentations. Note that all grants purchases must be requested in writing to Heather Rose by April 1 so that funds will be expended by April 15.

III. Budget (no page limit)

- A detailed budget including all categories of expected expenditures must accompany the proposal. For each item, you must include item name, item number, vendor, quantity, price, shipping estimate, total cost, link, date needed, and justification. Proposals that do not meet this requirement will not be scored. The maximum amount of funding that can be requested is $3,000.
IV. Productivity from previous CURCA funded projects (1 page max)

- *Note: this section is only for those who have been previously funded by CURCA*
- Include a brief summary of the products stemming from any project previously funded by CURCA. List each project’s title, the dates of funding, and a brief summary of the products from the project (Please see the scoring rubric for examples of products). In addition, please list conferences/other events where your students have presented the results of this research.

V. Certification (Applicants will certify via digital signature in InfoReady the following):

- I have discussed my application with my department chair.
- If awarded, I will encourage student(s) involved in my project present to present at either UNG’s Annual Research Conference or another professional conference within one year of funding.
- I will submit a post-award report summarizing the outcomes of the project within one year of funding.
- I understand I must provide IRB approval if human subjects are to be used in my research. I further understand that CURCA will purchase no materials until IRB approval (if necessary) is granted.
- I understand that I must request all purchases by April 1 of the current fiscal year or forfeit my grant.
- I also understand that if I plan to hire students, I must begin that process within two weeks of grant funding, and I must abide by all UNG hiring policies.

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